



THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.nih.gov/odlolaoloa>

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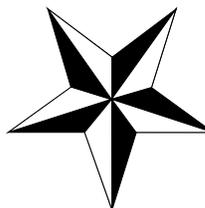
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HIGHLIGHT(S)

OF THE MONTH

DELPRO NOTES AND SIMPLIFIED ACQUISITION NEWS

PROFESSIONAL SERVICE ORDERS WILL SOON REQUIRE AN OBJECT CLASS CODE 21 (TRAVEL CODE) IN ADDITION TO OBJECT CLASS CODE 25

Sometime in the near future, the Administrative Data Base will be changed for Professional Service Orders. You will still enter an Object Class Code 25 for Honorarium or Fee for Service. You will also enter an Object Class Code 21 for the second line item which is Per Diem and for the third line item which is Transportation and Other Expenses. Which 21 OC code you select will be dependent on what is the purpose of the travel. To find OC codes, go to <http://www-dw.cit.nih.gov/scripts/objclass/occ.cfm>. You will receive further instruction on this prior to its implementation.

LEVEL I PACKAGES FOR OCTOBER

The next Level I Certification Board will meet some time at the end of October, 2002. Please submit your Level I Package early to your IC Coordinator so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 547H by October 15, 2002.

DOCUMENTING PRICE REASONABLENESS FOR REPRINT ORDERS OVER \$2,500

All Open Market orders over \$2,500 must contain a written determination that the price being paid is fair and reasonable. Ordering Officials must use some method to make this determination. While competition is the preferred method, it is not possible in doing a reprint order. The following sample of multiple choice justifications may be used. Any checked item(s) must be supportable. It is possible to check multiple answers or document the file for price reasonableness in another way:

The requestor/ordering office has determined that the price quoted by the sole source publisher is fair and reasonable. This is based on:

- (1) The market prices provided on the request form;
- (2) The requestor's expert personal knowledge of the publishing industry's reprint prices;
- (3) a comparison of the reprint prices with a published price list;
- (4) previous reprint costs placed within the last year; and/or
- (5) Other -

I have determined the price is fair and reasonable based on the following factor - _____

NOTE:

Since delivery of reprints usually occurs several months later, particular vigilance and periodic

follow-up are needed to ensure timely entry of receiving information into the ADB. Packing slips usually do not accompany reprints, therefore, a notation must be made on the DELPRO computer-generated order when it is signed by the Receiving Official. Electronic receiving is also acceptable if the Receiving Official sends an email message which includes the items received or services rendered, and the date of receipt of the item(s) or the date services were rendered.

DOCUMENTING PROFESSIONAL SERVICE ORDERS

The following provides a quick overview of PSO thresholds and required file documentation requirements:

1. Orders \$2,500 and Less

- a. (PSO) Honorarium requires a simple Statement of Work (SOW) such as delivering a lecture on such a date. The SOW must also indicate that the individual is a Professional in a specific occupation, and is involved essentially in discharging professional duties. You must ensure that the file indicates that the individual is a professional, his/her specific occupation, and that the individual is involved essentially in discharging professional duties. Sample SOWs can be found in the Delegated Acquisition (DELPRO) Reference Guide, Part III, Pages 17 thru 20.
- b. (PSO) Fee for Service requires a more detailed SOW that explains the specifics of the professional service, as well as the Professional documentation described in a. above..

Competitive quotes are not required if determined price is fair and reasonable.

2. Orders between \$2,500.01 and \$3,000

- a. (PSO) Honorarium requires a simple SOW (as described in a. above);

(PSO) Fee for Service requires a SOW
(as described in b. above)

and

- a. Cost breakdown.
- b. Requires competition or a written justification for sole source selection.
- c. Requires the basis for determining the price was fair and reasonable.

Professional Service Orders also require that FAR Clause 52-223-6 Drug-Free Workplace be provided to the individual and attached to all Professional Service Orders within the Acquisition file. If the clause is not contained within the acquisition file, it must be noted that FAR Clause 52-223-6 Drug Free Workplace was sent/given to the individual, or evidence that the certification was verbally transmitted, including the name of the Ordering Official who made the call and the date of the call, must be documented in the acquisition file.

WHEN A SOLE SOURCE JUSTIFICATION IS REQUIRED FOR FEDERAL SUPPLY SCHEDULE ORDERS

If the Requester states a preference for a particular product and/or service that only one vendor can provide, and provides a sole source justification, the Ordering Official is not required to contact other vendors on the same schedule. The acquisition file must be documented with a sole source justification.

LOCATING VETERAN- OWNED SMALL BUSINESSES

Mr. Richard H. Allen, Associate Director, Business Operations, National Veterans Business Development Corporation maintains a database of 130,000 Veteran-owned Small Businesses. He can be contacted at (703) 739-5547. If you are interested, you may contact him regarding what you are purchasing, to see if he can locate a Veteran-owned Small Business who has what you need.

NIH BUSINESS AND RESEARCH SUPPORT SYSTEM (NBRSS)

The acquisition functions of the NBRSS will some day replace the DELPRO system. Dorann Penney and Jim Marx of the Acquisition Functional Team recently tested the waters through a hands-on demonstration with some of the Acquisition Resource Team members (representatives of the end user community). Specific workflow scenarios were drafted, and individuals who are currently using the ADB as DELPRO Agents, Approving Officials, and Purchasing Agents came on-site at Democracy II to assist with the testing activities.

The August 2002 edition of NBRSS Today can be found at the following website:
http://nbs.nih.gov/current_status/nbrss

ENTERPRISE HUMAN RESOURCES AND PAYROLL (EHRP) PROJECT STATUS: The EHRP system deployed September 9th. Training is ongoing...

NBS PROJECT STATUS: The NBS Functional Teams continue setting up the new software...

SPECIAL FEATURE: Learn more about the new Accounting Classification Structure...

FINANCE: General Ledger deploys October 1st. Some OFM staff began training in August...

TRAVEL: Deployment has been accelerated to spring 2003, with training beginning this fall...

PROPERTY: Deployment has been moved to summer 2003...

ACQUISITION: Some end users experience the future purchasing system...

SUPPLY: Gearing up for testing the new inventory application...

RESEARCH & DEVELOPMENT (R&D)

CONTRACTING: Some end users test the Oracle system...

SERVICE & SUPPLY FUND (SSF): Oracle Projects will support SSF activities...

CHANGE MANAGEMENT: Preparing for training, role mapping, and NBS Town Hall activities...

Want to learn more? <http://nbrss.nih.gov/>

On Wednesday, November 6, 2002, in the Natcher Auditorium from 8:30 AM to 12:00 PM, there will be a NBS Town Hall event to increase awareness and understanding of the NBS project.

The agenda includes presentations and system demonstrations from a variety of speakers.

- 8:30 - 8:35 Colleen Barros, NBRSS Project Manager - Introductory Remarks
- 8:35 - 8:45 Larry Tabak, AMSSC Co-chair - NBS: A Scientific Perspective
- 8:45 - 8:55 Chick Leasure, AMSSC Co-chair - NBS: An Administrative
- 8:55 - 9:20 Colleen Barros - NBS Past, Present, & Future
- 9:20 - 9:30 Susan Corey, NBRSS Change Mgt. Director - Change Management Questions & Answers
- 9:45 - 10:00 Break
- 10:00 - 10:30 Budget Presentation/Demonstration
- 10:30 - 10:45 Break
- 10:45 - 11:15 Travel Presentation/Demonstration
- 11:15 - 11:30 Break
- 11:30 - 12:00 Acquisition Presentation/Demonstration

DEPARTMENT OF LABOR SERVICE
CONTRACT ACT WAGE
DETERMINATIONS FOR THE
WASHINGTON METROPOLITAN
AREA

See Attachment I - Revision 27 to Wage determination #94-2103 for the Washington metropolitan area. This latest revision went into effect August 22, 2002. This wage determination usually changes annually.

PURCHASE CARD NOTES

CONTRACTORS MAY NOT BE
ISSUED GOVERNMENT PURCHASE
CARDS

As part of the Government Policy, contractors **MAY NOT** hold a government purchase card because they are not authorized to obligate government funds. Therefore, there is no need for contractors to attend the purchase card training classes. If you are aware of any non-Government individuals who have an NIH purchase card, please contact the Purchase Card Helpline at 5-6606 or on-line at Help,Creditcard (OD).

CAO CHANGE REQUESTS

CAO changes are only made once a month. To be processed in time for the next purchase card cycle, you must have all your information into the Purchase Card Program by the 25th of the month.

In order to process your request in a timely manner, please provide the following information when submitting a CAO Change Request.

Cardholder: Name; Account Number; ADBID, Node, 30 day limit

Current CAO: Name, ADBID, Node

New CAO: Name, ADBID, Node

Please insure that the information provided is correct. Too many times, a request is delayed because the IC has failed to provide the information needed or the information was incorrect (i.e. incorrect ADBIDs, IDs without the proper authority assigned to them, person not having the training, etc.)

WHAT SHOULD YOUR MONTHLY PURCHASE CARD FILE INCLUDE?

All Files above and below the Micro purchase threshold MUST include the following:

Record of Purchase Card Order
Receipts (Sales Slips, Invoices, Packing Slips) (Include these ONLY IF THEY ARE PART OF YOUR DOCUMENTATION AND THEREFORE, APPLICABLE.)

Statement of Account (Printed from the ADB after the reconciliation has been completed)

Supporting documentation (justifications, Statement-of-Work, Quotes, Clearances, etc.)

Purchases Over \$2,500

Purchases over \$2,500 should address the following concerns:

- Were mandatory sources checked?
- Is it a small or large business?
- Is the vendor on a Federal Supply Schedule or Open Market?
- Was it awarded competitively or on a sole source basis?

Federal Supply Schedule

Check List Greater than \$2,500

At least three schedule price lists should be reviewed for all multiple award schedule acquisitions, unless a sole-source justification is provided.

Far Part 8.404(b)(2)

When other than the lowest price is selected, document explanation of a **Best Value** decision **FAR Part 8.404(b)(2)**

Purchases Over \$2,500 - Open Market

Documentation Check List

Adequate purchase description or statement-of-work for services

Document the quotes solicited - **FAR 13.106-3(a)(2)**

Document the basis for determination of price reasonableness - **FAR 13.106-3(a)(2)**

Document the evidence that the purchase price is advantageous to the Government when other than the lowest price is selected - **FAR Part 13.106-1(a)(2) and 8.404(b)(2)**

Open Market

Justification Check List

Justification is required for not using a small business for purchases over \$2,500 - **FAR Part 19.502-2(a)**

Sole Source purchases require a justification - **FAR Part 6.302**

Brand name, make, or model requires a justification - **FAR Part 11.105**

For Services, inclusion of Service Contract Act, wage determinations or exemption certification, when applicable - **FAR Part 22.1002-1**

Small Business Representations and NAICS Code Clause - **FAR Part 19.307** and **FAR Part 52.219-1**

Document if the end product is in accordance with the Buy American Act - **FAR Part 25.101**

General Reminders

For awards to individuals show evidence that the individual or vendor has been notified of the required compliance Drug Free Workplace Act Clause - **FAR 23.505(a)(1) & 52x223-6**, prior to acceptance of an order.

Unauthorized Purchases must be ratified - **HHSAR 301-602-3**

CONTRACTS

FEDERAL PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)

Provided by Diane Frasier

NIH was tasked by OMB to work with DoD and NASA to develop a Federal Past Performance Information Retrieval System (PPIRS). This system was implemented July 1, 2002. The purpose of this project is to allow all Federal agency contracting officials the capability of accessing contractor past performance information (PPI) currently captured through existing PPI collection tools. These tools include NIH's Contractor Performance System (CPS), DoD's three collection systems and NASA's collection system. This project supports the Administration's E-Government initiative. PPIRS will be hosted and maintained by DoD but will include senior level personnel from NIH, DoD and NASA as Board members.

CPS users will continue to notify the CPS Support Group concerning any matters related to the CPS. However, matters pertaining to PPIRS should be referred to the PPIRS group, chaired by Diane Frasier, Head of the Contracting Activity at the NIH. Names, phone numbers and e-mail addresses of members will be provided in a follow-up e-mail. Technical matters on the PPIRS should be referred to Stan DeWitt at (603) 431-9460 x470 or e-mail at dewittsc@navsea.navy.mil [<mailto:dewittsc@navsea.navy.mil>](mailto:dewittsc@navsea.navy.mil). Although this system was implemented July 1, data from finalized evaluations captured in the CPS are not currently in the PPIRS. However, NIH has provided DoD with the data necessary for mapping finalized CPS evaluations into PPIRS. When the mapping process is completed the CPS information will be accessible. It is NIH's goal to make sure that every item captured in the CPS is available through PPIRS.

Once CPS data is mapped, a follow-up e-mail will be issued explaining how users can access evaluations from the PPIRS and other pertinent information. CPS will continue to keep its own retrieval system. The reason for this is two-fold: 1) currently the CPS search engine is more robust than PPIRS, and 2) PPIRS does not include evaluations done on construction

contracts in this version.

WHY LEASE?

Provided by Joycelyn E. Bacchus

The National Institutes of Health (NIH) Information Technology Acquisition and Assessment Center (NITAAC) offers a variety of contract vehicles to cover all of your Information Technology (IT) acquisition needs. This article features NITAAC's Leasing contract awarded in May 2001. This vehicle provides leasing options to all of NIH, Department of Health and Human Services, and other Federal Agencies.

Why approach Leasing?

Leasing is a good alternative when equipment is needed for only part of its life cycle; when all funds are not readily available; the cost can be extended over several fiscal years; and technology refreshment that is a cost effective method of preventing equipment obsolescence.

The leasing contract vehicle is performed by CP Leasing, Inc. (CPL). CPL is an 8(a) Small Disadvantage Minority Owned Alaskan Native Corporation (ANC), headquartered in Juneau, Alaska with a local Federal Office in Washington, DC. The vehicle is a Firm Fixed Price, Indefinite Delivery Indefinite Quantity (IDIQ), contract, with one base year plus four option years as exercised by the Government.

NIH is undertaking this leasing initiative to offer leasing alternatives to itself and other Federal agency customers. The vehicle is a Delivery Order contract specifically for IT, Biomedical Equipment, Commercial Off-the-Shelf (COTS) hardware and software that include integrated installation and warranty maintenance.

What are the optional Leasing Types?

(Terms are 24, 36, 48, and 60 months)

The optional leasing types are Straight Lease (SL),

Lease with Option to Purchase (LWOP),

Lease to Ownership Plan (LTOP),

Fair Market Value (FMV) Lease.

CPL offers flexibility for customized solutions. For further information, visit the website at <http://www.cpleasing.com/html/nitaac.htm> or you may contact the contractor, Mr. James Cooke directly at (202) 408-7033.

ACQUISITION OF ALLIED HEALTH-CARE AND MEDICAL FACILITY EQUIPMENT

The purpose of this contract is to provide an additional non-mandatory source for equipment but not a replacement for, obtaining pricing from GSA and other sources. This contract is to provide a source for efficient innovative and cost-effective medical; research, dental, veterinary, allied health and other logistical support equipment for facilities and operations at both the NIH and other federal agencies. This contract is a great ordering vehicle for your Laboratory, Research and Healthcare Equipment. The contract also provides optimum cost-effective and efficient services to customers Medical, Radiological, Hospital, Dental, Ophthalmologic, Medical and Research equipment.

Biomedical Contract:

The NIH Information Technology Acquisition Assessment Center (NITAAC) contracts include a healthy mix of both small and large prime contractors, with a maximum user fee of 1% of the total agency order for agencies outside of NIH. The latest in innovation from NITAAC improves the acquisition of allied

health-care and medical facility equipment purchases for the government through a simple price quote, best value process; effective February 2001, NITAAC awarded a new and innovative \$350 million Multiple Award Contract (MAC) to Integrated Concepts Research Corporation (ICRC). Integrated Concepts & Research Corporation (ICRS) a SBA 8(a) subsidiary of Koniag, Inc, which is an Alaskan Native Corporation (ANC). This contract is a non-mandatory Indefinite Delivery/Indefinite Quantity (IDIQ) contract awarded under the authority of Section 6, paragraph 6.302-5(b)(4) of the Federal Acquisition Regulation (FAR), against which Delivery Orders will be placed.

Your Benefits Are:

All Federal agencies may use this contract.

Faster Award! - 4 to 7 days! not months.

Greater efficiencies in the integration and aggregation of compatible equipment.

Major reduction in turnaround time from ordering to delivery.

Credited toward Small and Disadvantaged Business 8(a) goals.

Order from multiple vendors on one order.

24 hour contractor website available for client use 7 days per week.

Contract Information:

Contract # 263-01-D-0004

DELPRO # D1000004

**For information, call Lisa Adams, Contract Specialist, 301-435-3890, NIH, OA, NITAAC
Integrated Concepts & Research**

**Corporation, Director of Contracts, Debbie
Woodward 703-796-0134**

AVAILABLE TRAINING AND SEMINARS

Purchase Card Survival

The Simplified Acquisitions Programs Branch, Division of Acquisition Programs, is sponsoring a series of Purchase Card Survival Meetings on the purchase card program. These meetings will be held four times a year. The following dates have been established through 2002:

December 3, 2002 - Tuesday.....Natcher Bldg/Balcony B.....10:00 a.m.-11:00 a.m.

Additionally, these meetings are teleconferenced into several locations. Contact Cole Stathes at 435-3933 for specific information. Current information on the Purchase Card is available on the following website:

<http://www.nih.gov/od/olao/oa/purchases/survival.html>

2635

Purchase Card Processing System

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB.

This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
12/6/2002	8:30 - 12:00 1:00 - 4:30	EPS	\$175	11/8/2002
1/30/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$175	1/2/2003
2/27/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$175	1/30/2003
3/27/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$175	2/28/2003
5/6/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$175	4/9/2003
6/12/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$175	5/15/2003

7/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$175	6/20/2003
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2607

Simplified Acquisitions Refresher for AOs (2 classes each day)

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Approving Official. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official's responsibilities.

Course Date	Time	Location	Cost	Cancellation Deadline
1/29/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$190	1/2/2003
3/26/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$190	2/26/2003
7/31/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$190	7/2/2003

2636

Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website: <http://learningsource.od.nih.gov/>

Course Date	Time	Location	Cost	Cancellation Deadline
11/4/2002	8:30 - 4:30	EPS	\$290	10/7/2002
12/3/2002	8:30 - 4:30	EPS	\$290	11/5/2002

12/4/2002	8:30 - 4:30	EPS	\$290	11/6/2002
1/13/2003	8:30 - 4:30	EPS	\$290	12/16/2002
1/27/2003	8:30 - 4:30	EPS	\$290	12/30/2002
1/28/2003	8:30 - 4:30	EPS	\$290	12/31/2002
2/10/2003	8:30 - 4:30	EPS	\$290	1/13/2003
2/24/2003	8:30 - 4:30	EPS	\$290	1/27/2003
2/25/2003	8:30 - 4:30	EPS	\$290	1/28/2003
3/10/2003	8:30 - 4:30	EPS	\$290	2/10/2003
3/24/2003	8:30 - 4:30	EPS	\$290	2/24/2003
3/25/2003	8:30 - 4:30	EPS	\$290	2/25/2003
4/14/2003	8:30 - 4:30	EPS	\$290	3/7/2003
5/5/2003	8:30 - 4:30	EPS	\$290	4/7/2003
5/19/2003	8:30 - 4:30	EPS	\$290	4/21/2003
6/9/2003	8:30 - 4:30	EPS	\$290	5/12/2003
6/10/2003	8:30 - 4:30	EPS	\$290	5/13/2003
7/14/2003	8:30 - 4:30	EPS	\$290	6/16/2003
8/11/2003	8:30 - 4:30	EPS	\$290	7/14/2003

Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY2002 and FY2003.

2609

Federal Supply Schedules

Course Date	Time	Location	Cost	Cancellation Deadline
1/28/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	12/31/2002
4/15/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	3/18/2003

7/15/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	6/17/2003
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2610

Consolidated Purchasing Through Contracts

Course Date	Time	Location	Cost	Cancellation Deadline
1/29/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	1/1/2003
4/16/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	3/19/2003
7/16/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	6/18/2003

2611

Buying from Businesses on the Open Market

Course Date	Time	Location	Cost	Cancellation Deadline
1/30/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	1/2/2003
4/17/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	3/20/2003
7/17/2003	9:00 - 12:00 1:00 - 4:00	EPS	\$245	6/19/2003

2617

Price Reasonableness in Simplified Acquisitions

Course Date	Time	Location	Cost	Cancellation Deadline
2/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$245	1/23/2003
5/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$245	5/1/2003

2612**Professional Service Orders**

Course Date	Time	Location	Cost	Cancellation Deadline
12/5/2002	8:30 - 12:00 1:00 - 4:30	EPS	\$245	11/7/2002
2/26/2003	8:30 - 12:00 1:00 - 4:30	EPS	\$245	1/31/2003
5/7/2003	8:30 - 12:00 1:00 - 4:30	EPN	\$245	4/8/2003
6/11/2003	8:30 - 12:00 1:00 - 4:30	EPN	\$245	5/14/2003
7/29/2003	8:30 - 12:00 1:00 - 4:30	EPN	\$245	7/1/2003

2603**Delegated Acquisition Training Program**

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a hands-on segment in which students actually access the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
11/5 thru 11/8/2002	9:00 - 4:00	EPS	\$784	10/8/2002
1/14 thru 1/17/2003	9:00 - 4:00	EPS	\$784	12/17/2002
2/11 thru 2/14/2003	9:00 - 4:00	EPS	\$784	1/14/2003
3/11 thru 3/14/2003	9:00 - 4:00	EPS	\$784	2/11/2003
4/15 thru 4/18/2003	9:00 - 4:00	EPS	\$784	3/18/2003
5/20 thru 5/23/2003	9:00 - 4:00	EPS	\$784	4/22/2003
7/15 thru 7/18/2003	9:00 - 4:00	EPS	\$784	6/17/2003
8/12 thru 8/15/2003	9:00 - 4:00	EPS	\$784	7/15/2003

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form

through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or visit the website: <http://learningsource.od.nih.gov>

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Office Of Logistics and Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OLAO homepage: <http://www.nih.gov/od/olao/oa>

To receive a hardcopy of the Newsletter or to correct/remove/add your mailing address for the Newsletter, Mailing Key F113A, please fax your request to (301) 402-0217, or email your request to the following individuals:

Ms. Arlene Wallace at: wallacea@ors.od.nih.gov Or
Ms. Margaret Agresti at: agresti@ors.od.nih.gov

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, seidelp@od.nih.gov , Tim Theoharis, theoharist@od.nih.gov , Annette Romanesk, romaneska@od.nih.gov , or John Best, bestj@od.nih.gov . If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.

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